



**Code: 1365**  
Family: Human Resources  
Service: Administrative  
Group: Statistical, Technical And Analytical  
Series: Personnel

## **CLASS TITLE: CLASSIFICATION AND COMPENSATION ANALYST**

### **CHARACTERISTICS OF THE CLASS**

Under general supervision, the class works independently performing a variety of activities of a difficult and complex nature within the area of classification and compensation, and performs related duties as required

### **ESSENTIAL DUTIES**

- Conducts position classification audits to ensure appropriateness of job classification
- Gathers and analyzes data regarding job duties and responsibilities and the utilization of positions throughout the city service
- Writes detailed reports to summarize audit findings and recommends the classification of new and existing positions using standard methods of job evaluation
- Participates in the maintenance of the classification and compensation pay plans for City class titles
- Prepares class specifications, examination announcements and related job documentation
- Designs and conducts salary surveys and studies regarding compensation and other human resource issues
- Responds to requests for salary data from outside agencies
- Evaluates salary survey data and recommends compensation levels for class titles and positions that reflect the city's compensation practices
- Submits changes to salary appropriation ordinances to the City Council for approval.
- Coordinates work efforts with the department managers on matters relating to, recruitment, hiring procedures, labor relations and other areas of personnel administration
- Advises departmental managers on initiating, responding to, and resolving issues relating to classification and employment compensation
- Testifies at union arbitration hearings to validate and justify classification audit findings
- Explains human resource policies and procedures to departmental liaisons
- Participates in special compensation projects
- Prepares various reports on the status of work and productivity for use by management

**NOTE:** *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

### **MINIMUM QUALIFICATIONS**

#### **Education, Training, and Experience**

- Graduation from an accredited college or university with a Bachelor's degree, plus two (2) years of professional experience in job evaluation and/or analysis, position classification or compensation work; or an equivalent combination of education, training and experience provided that the minimum degree requirement is met

#### **Licensure, Certification, or Other Qualifications**

- None

**WORKING CONDITIONS**

- General office environment

**EQUIPMENT**

- Standard office equipment (e.g., telephone, printer, photocopier)
- Computers and peripheral equipment (e.g., personal computer)

**PHYSICAL REQUIREMENTS**

- No specific requirements

**KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS****Knowledge**

Considerable knowledge of:

- applicable writing techniques
- applicable department policies, procedures, rules, and regulations
- research methods, practices, and procedures

Moderate knowledge of:

- employment laws and acts

Some knowledge of:

- applicable federal (e.g., EEOC, FLSA, ADA) and state laws, regulations, and guidelines

Knowledge of applicable City and department policies, procedures, rules, and regulations

**Skills**

- ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- COMPLEX PROBLEM SOLVING - Identify complex problems and review related information to develop and evaluate options and implement solutions
- JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one
- INTERPERSONAL SKILLS – Build internal and external work relationships

**Abilities**

- COMPREHEND ORAL INFORMATION – Listen to and understand information and ideas presented through spoken words and sentences
- COMPREHEND WRITTEN INFORMATION – Read and understand information and ideas presented through spoken words and sentences
- SPEAK – Communicate information and ideas in speaking so others will understand
- WRITE – Communicate information and ideas in writing so others will understand

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- REASON TO SOLVE PROBLEMS – Apply general rules to specific problems to produce answers that make sense
- REACH CONCLUSIONS – Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

**Other Work Requirements**

- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
- ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems

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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

\*May be required at entry.

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City of Chicago  
Department of Human Resources  
December, 2011

Revised: March, 2023